

Arizona Department of Health Services Office for Children with Special Health Care Needs Children's Rehabilitative Services Administration	Effective Date: 03/01/2007
SUBJECT: Business Continuity	SECTION: BC 1.2

SUBTITLE: CRS Regional Contractors Business Continuity and Recovery Plan Monitoring

POLICY:

It is the policy of CRSA to ensure that the CRS Regional Contractors' Business Continuity and Recovery Plans are consistently and timely reviewed and monitored in accordance with contract requirements.

PROCEDURE:

- 1) CRSA shall review and analyze the submitted CRS Regional Contractors Business Continuity Plans, to ensure all components are complete and appropriate. If the plans have missing or incomplete components, CRSA will respond with a letter requesting additional information and/or a revised plan.
- 2) CRSA shall obtain, at the Annual Administrative Reviews, documentation of the Business Continuity and Recovery Plans testing performed by the CRS Regional Contractors.
- 3) CRSA shall obtain, during the Annual Administrative Reviews, the education tracking forms and sign-in sheets for training provided by the CRS Regional Contractors to their staff.

Approved:  CRSA Administrator	Date: <u>2/27/07</u>
The Primary Position of Responsibility for this policy is the Office for Children With special Health Care Needs Users are encouraged to suggest improvements regarding this policy and procedure.	